



KARP PUBLIC SERVICE FUNDING REQUEST SUMMARY (35-PTS)

Organization Summary (5 Points)

Organization Name	Fortitude Community Outreach
Project Title	Emergency Shelter

Funding Amount Requested:

Total budget requested for this project	\$500,000	Other sources of funding	\$800,000
Individuals/Households Served	100	Cost per Individual/Household	\$1,000

Timeline (months) 30 Estimated Start date 5/1/2022 Completion date 11/1/2024

Project Summary (10 Points)-What is the service accomplishing in less than 100 words? What is your organization doing with the requested funds?

The Fortitude Emergency Shelter is designed to meet the needs of homeless individuals in Kankakee County on the continuum from literal homelessness to housed. Our shelter has a low-barrier admission so we can engage individuals "where they are", providing for immediate needs and case management services with the goal of obtaining permanent housing. Fortitude requires a permanent location and has begun the process of constructing a new building at 155 N. Washington, Kankakee. Particularly now with skyrocketing construction costs, assistance is needed to construct the building and double our capacity to serve the homeless.

Community Need (10 Points)-Describe the community need and who are the people who would be served (100 words or less)

Fortitude serves around 100 homeless individuals between October-May each year. Many of our guests faced job/income loss, loss of a shared living situation, or an eviction due to the Covid pandemic. Fortitude's current site is limited to sheltering no more than 18/night and many nights we are not able to accommodate all that seek shelter. In addition, Fortitude will not be permitted to shelter at the current location beyond May 2022. A permanent site is needed with increased capacity to serve burgeoning numbers of homeless due to the pandemic. These increased services include doubling the capacity to shelter, providing shelter 7 days/week (5 currently), 12 months/year (7 currently), and offering services and day sheltering during the day (currently no day services available).

Project Outcomes (10 Points)- What is the intended result of funds invested? (100 words or less)

The construction of a permanent shelter in Kankakee is a lasting legacy of support for the homeless of Kankakee, a one-time investment for significant growth in homeless services. Fortitude's end goal for guests is always permanent housing, but for most, this comes at the end of a long continuum of services. Most require significant personal investment instilling life skills, hope, and esteem; provision of resources, information, and advocacy; and support to maintain housing once obtained. All of this requires a stable, permanent service location and staff to provide the services. The intended result is to provide shelter to more individuals and significantly reduce the length of homelessness.

2022-23 KARP Public Service Application

PROJECT DETAILS & APPROACH (40 Points)

Provide a brief description of the proposed project by explaining the following:

- Who are you fulfilling a need for? Describe the population this program would serve
- What are you proposing to do to serve this population?
- Why is your activity necessary?

Who are you fulfilling a need for? Describe the population this program would serve.

Fortitude serves the homeless of Kankakee County. Our low-barrier, emergency overnight shelter serves any individual seeking shelter. The one population we are unable to serve are registered sex offenders. Fortitude provides shelter for around 100 unduplicated individuals each shelter season, although there are many individuals who choose not to stay due to the limitations of the current site and because we are only able to shelter 5 nights/week. Also, our current setting is inadequate for meeting the needs of families with children and women with trauma histories because of the small space with primarily single male guests, and for individuals with serious physical disabilities. The new space is designed to provide private, segregated, and safe spaces for all ages and genders, and accommodating for both physical and emotional challenges.

What are you proposing to do to serve this population?

In order to provide for the increased needs of the homeless and increase our services, it is imperative that we obtain a permanent location of our own from which we can shelter 7 days/week, 12 months/year, with day services for case management. Our solution is to build a new facility, specifically designed for our needs, and increase staffing, which will allow for this growth in both sheltering and support services.

Why is your activity necessary?

Fortitude has patched together donated space at multiple locations since the shelter opened in January 2019 in order to provide the minimal amount of sheltering services we were able to on a shoestring budget. Our rapid growth over the last 3 years has left us struggling to provide the services needed and desired by the community. The pandemic has left many struggling economically and vocationally, with many having experienced an eviction. With our current staffing and space, we are unable to provide the breadth of services needed to shelter all who need it nor can we provide the services needed to assist them in obtaining and maintaining permanent housing.

Will your organization implement this activity if KARP funds are not awarded? ☐ No ☒ Yes

If yes, how will the implementation be achieved? What will you do to make this program sustainable without KARP funds in future years?

The building construction is imperative and moving forward in 2022, however, significant fund-raising and a mortgage will be needed without grants to supplement the cost of construction. Mortgage costs moving forward take away from funds needed for services, so mitigating the financing amount allows us to provide increased services for years to come. In addition, without additional funding for staffing and services, it will take us longer to gain the capacity to hire staff for increased services, provide shelter 7 days/week, 12 months/year, and open day services. Fortitude is currently applying for a state Emergency Shelter Grant that can fund us annually moving forward, but we also anticipate that having a brick and mortar with increased services will allow us the visibility needed for increased community donations and the capacity to attract both private grant funding and reimbursement for clinical services such as case management, mental health, and addiction services.



TARGETED POPULATION (45 Points)

Meeting the National Objective

Which Economic and Community Development Agency objective does your program fit?:

1. **Affordable housing**
2. Creating livable communities
3. Economic development
4. Public services
5. Youth Empowerment
6. Child Care

Other: _____

Does your program or activity fit any of these goals?

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Health Services | <input checked="" type="checkbox"/> Battered and Abused Spouse Services | <input checked="" type="checkbox"/> Pandemic Recovery |
| <input checked="" type="checkbox"/> Mental Health Services | <input type="checkbox"/> Transportation Services | <input type="checkbox"/> Child Care |
| <input type="checkbox"/> Rental Housing Subsidies | <input checked="" type="checkbox"/> Senior Services (age 62 and over) | <input checked="" type="checkbox"/> Other |

What percent are LMI? (must be over 50%)

➤ Low-income = individual income less than 50 % of the area median income.

➤ Moderate-income = individual income. between 50 - 80% of the area median. income.

- ☒ Activities where 80% to 100% of persons benefiting are Low/Mod Income will receive
- ☐ Activities where 51% to 79.99% of persons benefiting are Low/ Moderate Income will receive

Will this activity exclusively serve clientele from one of these categories?

- | | | |
|---|--|---|
| <input type="checkbox"/> Abused Children | <input type="checkbox"/> Severely Disabled Adults (per Census Bureau definition) | <input type="checkbox"/> Illiterate Adults |
| <input type="checkbox"/> Battered Spouses | <input checked="" type="checkbox"/> Homeless Persons | <input type="checkbox"/> Migrant Farm Workers |
| <input type="checkbox"/> Elderly Persons | <input type="checkbox"/> Persons living with AIDS | <input type="checkbox"/> N/A |

Will the activity be serving individual clients (IC) or households (HH): ☒ IC ☒ HH

What is the total number of all persons/households you expect to serve?

100/year

What is the total number of **Low/Mod Income** persons/households to be served?

100/year

What is the **percentage** of Low/Mod Income persons/households to be served?

100%



How will this activity improve economic opportunities for households located in areas of concentrated poverty?
How will this activity help eliminate or reduce areas of concentrated poverty? (1000-characters max)

Homelessness is an extreme drain on community resources, from agencies, churches, and schools to law enforcement agencies and medical facilities. To minimize this impact, it is vital that the homeless are engaged with service providers as often as possible to meet minimal physical needs and assist in preparing for/connecting to employment and housing that will ensure self-sufficiency. The path to self-sufficiency can be very short for some who simply need some financial assistance or resources to obtain an apartment, but more often that path is quite long, especially for individuals in chronic homelessness. A shelter able to assist all that seek shelter and with staff and case managers able to help them learn needed skills and access helpful resources will only benefit a community as a whole.

Describe current racial and income demographics for the assumed beneficiaries of this funding: (600-characters max)

All of the guests served at Fortitude have income below the poverty level or have no income at all. The guests we serve are racially divided as such:
55% African-American
40% White
5% Hispanic

Highlight your organization's experience and accomplishments serving Low/Moderate Income persons/households. (600-characters max)

Fortitude began in January 2017 as a weekly homeless street outreach. Over the following two years of street outreach service, it was apparent that an emergency overnight shelter was needed in the community. The PADS itinerant shelter was opened in January, 2019 and over the 2019-2020 shelter season (October-May), 117 unique individuals were sheltered. In March, 2020, the pandemic seriously impacted the homeless in that their access to food, day sheltering, and overnight shelter was extremely limited or inaccessible. In response, Fortitude immediately deployed our street outreach trailer to provide services on the street daily: providing meals, hotel vouchers, connection to open services, and basic resources. The shelter reopened in the fall of 2020 with Covid safety precautions but we have not been able to increase services beyond 5 nights of shelter/week due to limitations in staffing and facility. Fortitude has grown steadily and successfully since inception and benefits from wide community support. We are a United Way funded organization, receive FEMA funding, and assist many shelter guests in obtaining permanent housing. We have been named Best Community Service Organization by the Daily Journal's Reader's Choice awards for 2 years.



How will your organization promote your proposed program to the targeted population?

Fortitude provides street outreach both to the homeless on the street but also those living in hotels. This is the "gateway" to our shelter and case management services and promotes all our services but also other community resources available to them. Our street outreach bus is strategically parked in the community with our Homeless Hotline number on it, a hotline we manage that anyone can utilize to contact an individual on call. We partner with many community organizations who promote our services and we share our shelter information with local police, 2-1-1, and local hospitals. We also have a large following on Facebook and utilize social media and shares to the largest Facebook groups in the local area to promote the organization. We often have news published in the Daily Journal about our services, fund-raisers, updates.

Describe the overall process for collecting data. What tools do you use to track and monitor income, race and ethnicity data? How does your organization track and record client demographics?

Fortitude utilizes the state HMIS Coordinated Entry data system to enter all guest data and service provision information. This system provides the data reporting on income, race and ethnicity, and demographics. This information is also collected on hard copy forms that are retained in secured guest files.

Within the beneficiaries served, what is the proposed number to be reported as new – defined as persons/households who have never before used this program/activity? What percentage of the total served will these numbers be?

New guests are proposed to be about 50% of the individuals served, or about 50 individuals.

For persons/households who are not using your program/activity for the first time, what is the estimated number to be reported as having access to an improved service due to the KARP funding? What percentage of the total served will these numbers be?

100% of those who receive our services will benefit from our newly constructed shelter and increased services: expanded, better space; private & safe spaces; multiple showers and laundry facilities; ADA compliant & accommodating facility; day services; potential for after hours sheltering, etc.

Skip this question if your proposed program/service is entirely new. IF this is an existing program, describe how your existing program/activity, will be expanded. Provide a QUANTIFIABLE INCREASE in the level of proposed service compared to current service provided in the past 12 months:

Fortitude will be able to double the amount of individuals who can receive shelter on a given night: from 18 to 36. Fortitude can increase shelter nights from 5/week to 7 nights/week; 7 months/year to 12 months/year; and day services from none at all to 5-7 days/week. Fortitude can increase case management/support services from minimally available during shelter nights to available during the day for actual connections with agencies and landlords.

BUDGET (40 Points)

Identify the funding sources for **the proposed project**. This information will be provided directly to HUD. Proformas can be included but will not substitute this budget form. Budgets must be:

- Specific and includes all things public funds will be used for. **Anything not accounted for in the budget will not be funded**

***DO NOT** include your entire operational budget.

Use of Funds		Source of Funds (Please list amount and source specifically)					
Line Item	Requested KARP Funds	Applicant Funds	Other Funds (specify)	Financing			Total
Shelter Construction	300,000	400,000	100,000 Private grant	0 to 200,000			800,000 to 1M
Supportive Services	100,000						100,000
Operating Expenses	100,000	50,000	50,000 private grants				200,000
Total	500,000	90,000	150,000	0 to 200,000			1,100,000-1,300,000

Budget Narrative & Worksheet

Consult the Application Guide for requirements on this section.

Explain project budget/funding sources including any leveraged funds. How are they applied towards your activity; (600-characters)

\$300,000 Shelter Construction--the total project cost is estimated to be \$800,000-\$1M and funds from private Capital Campaign donations, potential grants, and financing will be leveraged to complete the project.
 \$100,000 Support Services--includes \$45,000 for new hire salary package/benefits (FTE, BSW with experience or MSW, includes healthcare), \$50,000 for cost of PTE staff to provide additional case management, life skills management, housing location assistance, and employment assistance, \$5,000 for meals/food
 \$100,000 Operating Expenses--includes partial cost of current staff (1 FTE & 8 PTE--\$50,000), \$50,000 for utilities, communication costs, taxes, insurance, equipment, materials, and supplies.

1. Is there a fee charged or suggested donation for your services?

No ☒ Yes ☐ *If yes, attach a copy of the fee schedule, and describe pricing methodology.

2. Are KARP funds being used to replace any state or local funds within this activity?

No ☒ Yes ☐ *If yes, explain:

3. Are KARP funds being used to replace any federal funds within this activity?

No ☒ Yes ☐ *If yes, explain:

4. Has your agency received KARP or other federal funds in any of the Fiscal Years 2015 through 2021?

No ☐ Yes ☒ *If yes, explain:

Fortitude receives FEMA funds, \$12,000 in 2020-2021

5. Does your agency currently receive any funding from the City of Kankakee or any other government funding source?

No ☒ Yes ☐ * If yes. list amount and department providing funding

What is the estimated cost per persons/household served?

Approximately \$1,000/shelter guest

Justify your proposed per-person/household cost and explain how you determined it.

The 2022 budget for the Fortitude shelter program is about \$100,000 and will serve approximately 100 unduplicated individuals. Additional individuals are served in the street outreach program.

AUDITING CONTROL, QUALIFICATIONS (16 Points)

Please answer the following, making sure to address each bullet point:

- How will you segregate KARP funds for identification, tracking, and reporting?
- Describe the organization's payment and disbursement procedures as they relate to the public service
- Describe your financial reporting system/procedures, as it relates to the public service
- Describe your organization's Auditing requirements

The Executive Director is responsible for recording all income and expenses in Quickbooks software. Each grant has a separate line item for grant income and expenses incurred with grant funds. All payments are made upon purchase directly from the checking account and both the Director and the Board Chair have a debit card. The Director and Bookkeeper have access to checks to pay bills. No debts are outstanding and invoices are not utilized.

The account is reconciled on the first Monday of each month. On the second week of each month, the Finance Committee meets to review the previous month's financials in the form of a Profit & Loss report. The Finance Committee includes the Executive Director, Board Chair, Board Treasurer, and an additional Board Member. The committee votes to approve the financial report and the Treasurer presents to the board a summary of the previous month's financial report. The organization retains an independently contracted bookkeeper who pays all regular expenses such as rent and utilities. He records these directly into our Quickbooks. We also employ the services of an Accountant who has access to our Quickbooks accounts and prepares our annual required federal and state reporting.

The Executive Director prepares a proposed annual budget which is approved by the Board of Directors. Due to the size of our organization, an official audit has not been required. However, due to Capital Campaign fundraising in 2021, an audit is required in 2022.

Data Collection

What type of income verification will be used to meet the KARP low/moderate income documentation requirement?

☐ Third-party verification and documentation on 100% of beneficiaries served

☐ Organization intake/survey method (self-certification) *

☒ Presumed benefit clientele (can list)

Explain the strategy and rationale for your above selection for data collection. How will your organization collect and verify income and demographic information?: (600-characters max)

Intakes are completed with each guest that includes income information. As a homeless shelter, we are not required to obtain or provide proof of income as low income is assumed for shelter guests.

Conflict of Interest

As an applicant requesting funding, will any of your employees, agents, consultants, officers, or elected officials:

Participate in the decision making process for the approval of this application? No ☒ Yes ☐

Have a financial interest or reap a financial benefit from this program/activity? No ☒ Yes ☐

Have an interest in any contract, subcontract, or agreement with respect to this application either for themselves or those with whom they have family or business ties during the program year and for one year thereafter?

No ☒ Yes ☐

*If you selected, "yes," to any of the above, clearly describe the conflict below.



ENVIRONMENTAL CONCERNS (5 Points)

Project site address 155 N. Washington, Kankakee, IL 60901

Is the project currently underway?

☐ Yes; If yes, contact ECDA prior to completing this application

☒ No; project will not begin before an environmental review is completed by City of Kankakee

Has a Level 1 Environmental Review been completed? ☐ No ☐ Yes, provide a copy with application
Environmental Review will be complete and available within the next week or so.

Flood Hazard Area: Is there evidence or knowledge that a portion of the proposed project is located in a 100- or 500-year flood plain?

☒ No ☐ Yes

Noise Abatement and Control:

Distance from nearest railroad: ☐ More ☒ Less than 3,000 feet ☐ Don't Know

Distance from nearest major roadway: ☐ More ☒ Less than 3,000 feet ☐ Don't Know

Distance from nearest airport: ☐ More ☐ Less than 3,000 feet ☐ Don't Know

Wetland Protection: Is there wetland associated with the proposed project?

☒ No ☐ Yes

Does the project include repair, rehabilitation, or conversion of existing building/facilities?

☒ No ☐ Yes

Does the project involve new construction, acquisition of undeveloped land or any construction that requires moving dirt, excavation or ground disturbance?

☐ No ☒ Yes

Is there any presence of lead or lead hazards within the property? ☒ No ☐ Yes ☐ Unknown

How was the presence of lead determined? _____

Does the project involve existing units that are 50 years or older? ☒ No ☐ Yes

If yes, does the property have historical significance? ☐ No ☐ Yes ☐ Unknown

REQUIRED DOCUMENTATION (5 Points)

These documents are required to be attached to the final application submission:

- State and Federal Tax Exemption Determination Letter - 501 (c)(3) Nonprofit
- List of current Board of Directors/Council or Trustees
- 2022-23 KARP Project Summary (separate 1 page document)

If your activity is funded, these documents are required prior to Sub-Recipient Agreement completion:

- Copy of the applicant's previous year's Audit, Management & Compliance Report
- Copy of applicant's Insurance Coverage as required in the applicable contract Exhibit E – Insurance. (The Insurance Exhibit will be provided after funding is allocated.)

Project Applicant

Organization/ Agency legal name:	Fortitude Community Outreach
Contact Person / Title:	Dr. Dawn Broers, PhD, LCSW
Address:	1180 N. Convent, Bourbonnais, IL 60914
Telephone:	815-546-3271
Email:	dbroers@fortitudecommunityoutreach.org
Program Operating Location (if different than listed above)	currently 240 S. Dearborn, Kankakee

Type of agency:	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
Date of incorporation:	3-18-2018	Federal Tax ID number:	82-4946545		
Agency DUNS number:	105549248	Annual operating budget:	\$194,000		
Number of paid staff:	9	Number of volunteers:	100+		



Certification

I hereby acknowledge by applying for KARP funds, this activity may require compliance in the following areas:

<ul style="list-style-type: none">• Utilization of minority and women contractors• Labor Standards Provision (Davis-Bacon)• Uniform Relocation Act Section 104(d)• Lead-Based Paint Assessment, Remediation/Abatement• Debarred, suspended and ineligible contractors	<ul style="list-style-type: none">• Section 3• Environmental Regulations• Flood Insurance• Handicapped accessibility• Title VI of the Civil Rights Act, 1964• Title VII of Civil Rights Act – Fair Housing
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I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the Program Administrator.

 PhD, LCSW

Signature of Authorized Official

Dawn Broers, PhD, LCSW

Name of Authorized Official

Executive Director

Title

4-5-2022

Date